

Request for Restored Annual Leave

Fax Form to NSSC Payroll Office at 1-866-779-6772

Center Name:

Center Point of Contact:

[illegible]

Reviewing Official Printed Name _____

Reviewing Official Signature _____ Date _____

Approving Official Printed Name _____

Approving Official Signature _____ Date _____

____ <insert initials> **The information identified above is accurate to the best of my knowledge. The hours and reason for the request has been validated and complies with 5 CFR 630.306(a) 1, 2 or 3.**

HELPFUL TIPS

ANNUAL LEAVE MAY BE RESTORED WHEN THERE IS AN:

EXIGENCY OF THE PUBLIC BUSINESS

An exigency of the public business may be said to exist when there is an urgent need for the employee to be at work - is of major importance and that excess annual leave cannot be used. An employee's use of earned compensatory time off or credit hours does not constitute an exigency of the public business. If the use of earned compensatory time off or credit hours that are about to expire results in the forfeiture of excess annual leave, the forfeited leave cannot be restored.

ILLNESS

Annual leave which was forfeited, may be restored when an illness (or other personal health condition for which sick leave was approved) occurs so late in the leave year that it is impossible for the employee to use scheduled leave.

ADMINISTRATIVE ERROR

An administrative error includes an action that is in violation of law, regulations, or nondiscretionary agency policy and includes failure to put into effect a decision that has been made properly.

CREDITING RESTORED LEAVE AND USAGE

Annual leave which is restored based on exigency of the service, administration error, or illness will be credited to a separate account and used no later than the end of the leave year which ends two years after the date the leave was restored.

REVIEWING OFFICIAL

A reviewing official is responsible for reviewing and validating the request for restored leave. The reviewing official must ensure all data is accurate prior to submitting the request to NSSC Payroll Office. The reviewing official and approving official cannot be the same individual.

APPROVING OFFICIAL

An approving official must approve the restoration of leave which was forfeited as a result of illness, administrative error, or an exigency to service. The approving official will initial the block which states, "**The hours and reason for the request has been validated and complies with 5 CFR 630.306(a) 1, 2 or 3.**"

Please reference NPR 3600.1A for additional information on Restored Annual Leave.

Fact Sheet available at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/restoration-of-annual-leave/>